

CCP 1070 COURSE APPROVAL ELEMENTS

For both new and modified course approvals, the following elements are approved under each category:

Course Outline of Record

Approval of the Course Outline of Record includes approval of the course prefix/subject, course number, course title, course units, catalog description, course content, course objectives, recommended course preparation, methods of evaluation, methods of instruction, grading options, discipline placement, number of times course may be taken for credit, typical assignments, typical textbooks, distance education addendum, and other materials required of students.

Enrollment Limitations

Approval of Enrollment Limitations include prerequisites, corequisites, non-course enrollment limitations, and the criteria used to justify any limitations.

Distance Education (DE)

Approval of Distance Education (DE) includes approval of the method of Distance Education the course can be taught using. Methods include Fully Online (FO), Partially Online (PO), Online with a Flexible In-Person Component (OFI), Emergency Fully Online (EFO), and Emergency Online with Flexible In-Person Component (EOFI).

CSU Transfer

Approval of CSU Transfer includes approval of the course to be considered at the CSU baccalaureate level and count towards the entrance requirements for CSU bound transfer students.

Associate Degree GE

Approval of Associate Degree GE includes approval of the course to satisfy one or more areas of the Las Positas College Associate Degree General Education (GE) pattern. Areas of GE and criteria for approval are listed in CCP 1040.

Credit for Prior Learning

Approval of Credit for Prior Learning (CPL) includes approval for students to earn credit for the course using a method of CPL. Types of CPL and the criteria for approval are listed in CCP 1050.

Adopted: March 17, 2025